

# Request For Quotation/ Invitation To Bid Issued by State of Indiana

**OPEN**

**Vendor** 999999999  
**Remit to:** PUBLIC NOTICE TO VENDORS  
STATE OF INDIANA  
DEPARTMENT OF ADMINISTRATION IN

**Name&Address of Vendor:** 999999999  
PUBLIC NOTICE TO VENDORS  
STATE OF INDIANA  
DEPARTMENT OF ADMINISTRATION IN

<b>RFQ/ITB</b> ASA-11-025	<b>Date</b> 05/11/2011	<b>Delivery Date</b> 07/01/2011	<b>Page</b> 1 of 4
<b>Fund/Object/Center:</b>			
<b>Dept Number:</b>			
<b>Project Number:</b>			
<b>Requisition No:</b>			
<b>Buyer:</b> TDEATON			
<b>Reporting Code:</b>			
<b>Federal ID:</b>			
<b>Agency Number:</b> 00061			
<b>Facility:</b> Various locations State Wide			

**Ship To:** Various Agencies  
Various Locations - See Comments

Please Follow Instructions Included in Solicitation Package  
Must be returned by(time and date): **05/31/2011 15:00:00**  
Request Information from Buyer listed in Box in Upper Right Corner

**\*\*NOTICE:** All prices are assumed valid for ninety (90) days from Quotation opening date unless otherwise noted.

Line	Quantity	UOM	Item No/Description	(FOB Destination)	Unit Price	Extended Amt
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This is a request to establish a Quantity Purchase Agreement for Mattress & Pillow Foam, Cores, and Batting for Pen Products to begin July 1, 2011 or from date of last State signature, whichever is later, and end June 30,2012 or one year after the State's last signature, whichever is later. QPA can be mutually renewed yearly for three additional years under the same terms and conditions. Renewals subject to the approval of the Department of Administration and the State Budget Agency. Total term of this agreement including all renewals, shall not exceed four years.

Supply the name and phone number of the contact for placing orders:

Name: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

The vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration date, but issued prior to the expiration date, and postmarked no later than 14 business days after the QPA's expiration date.

Quantities are estimates, could be more or less AND COULD BE SHIPPED TO ANY STATE AGENCY WITHIN THE STATE OF INDIANA. PLEASE BID ACCORDINGLY.

The awarded vendor must maintain, at a minimum the information listed below in excel format and supplied to the State within one week of the request.

The report must include purchases from State Agencies and any Political Subdivision's purchases.

- \* Entity Name
- \* Entity Address
- \* Date of Order
- \* Purchase Order Number
- \* Description of Goods Ordered
- \* Quantity
- \* Order Total

The State of Indiana has implemented an Electronic Procurement (E-Procurement) system which is an internet based system allowing State of Indiana agencies to place electronic orders with vendors through electronic catalogs resulting from a conventional procurement method.

As a part of making this system operational, the information that is being requested on each line item is a requirement, not an option. Failure to complete/supply the requested information when you submit your offer/bid could result in your offer/bid being found non-responsive.

The manufacture name and manufacturer part # is where you identify the manufacturer and part number of the product you are offering/bidding.

The M/WBE requirement is asking you to indentify if that participular line item is supplied by Minority or Women Owned firm. The values to use are as follows:

Minority = M  
Women = W  
No = N

As required by IC 4-13-2-14.8:

Notwithstanding any other law, rule, or custom, a person or company whom has a contract with the State or submits invoices to the state for payment shall authorize in writing the direct deposit by electronic funds transfer of all payments by the state to the person or company. The written authorization must designate a financial institution and an account number to which all payments are to be credit.

ATTENTION - New requirements. Prior to award of this solicitation your business must register as a bidder at [www.buyindiana.in.gov](http://www.buyindiana.in.gov). Just click on "Register your Business to do business with the State" Please be sure to complete the Buy Indiana certification page. It is preferred that businesses register immediately so that delay

**SF#23348(R13/8-02) Electronic Version-Approved by SBA,2002**

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of solicitation award would not occur. This registration is maintained by you and you may update your information at any time. It remains in the database and covers all solicitation responses you submit to any state agency. It is very important that it be kept current. If you do not have access to a computer, you may call 317-234-0234 for assistance with your registration.					

Vendor must complete their bid in the attached Excel file and submit this file to the State. When submitting the Excel file with their bid prices, the vendor must send one (1) electronic copy on CD and one (1) hard copy. Delivery to be 30 ARO.

The evaluation will be based on the following line items:

1,2,3,4,5 and 9. Pricing is requested on all other items.

1	11,000.00	BFT	000000000100024898 Batting,Densified Polyester,To Be Used In The Manufacturing Of Bedding Products,In Quantities Less Than 7,500 BDF
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Manufacture Name \_\_\_\_\_  
Manufacture Part # \_\_\_\_\_  
M/WBE \_\_\_\_\_

2	48,000.00	BFT	000000000100024901 Batting,Densified Polyester,To Be Used In The Manufacturing Of Bedding Products,In Quantities Of 7,501 - 15,000 BDF
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Manufacture Name \_\_\_\_\_  
Manufacture Part # \_\_\_\_\_  
M/WBE \_\_\_\_\_

3	38,000.00	BFT	000000000100024906 Batting,Densified Polyester,To Be Used In The Manufacturing Of Bedding Products,In Quantities Of 15,001 - 30,000 BDF
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Manufacture Name \_\_\_\_\_  
Manufacture Part # \_\_\_\_\_  
M/WBE \_\_\_\_\_

4	513,000.00	BFT	000000000100024909 Batting,Densified Polyester,To Be Used In The Manufacturing Of Bedding Products,In Quantities Greater Than 30,001 BFT
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Manufacture Name \_\_\_\_\_  
Manufacture Part # \_\_\_\_\_  
M/WBE \_\_\_\_\_

5	4,100.00	BFT	000000000100005811 Foam,Mattress,Flame-Resistant in quantities less than 10,000 board feet.
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Manufacture Name \_\_\_\_\_  
Manufacture Part # \_\_\_\_\_  
M/WBE \_\_\_\_\_

6	10,100.00	BFT	000000000100005812 Foam,Mattress,Flame-Resistant in quantities of 10,001 - 20,000 board feet.
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Manufacture Name \_\_\_\_\_

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	Manufacture Part # _____ M/WBE _____					
7	20,100.00	BFT	000000000100005813	Foam,Mattress,Flame-Resistant in quantities more than 20,001 board feet.		
	Manufacture Name _____ Manufacture Part # _____ M/WBE _____					
8	3,100.00	LBR	000000000100005814	Foam,Pillow,Shredded,Flame-Resistant, in quantities less than 3,000 lbs.		
	Manufacture Name _____ Manufacture Part # _____ M/WBE _____					
9	3,500.00	LBR	000000000100005815	Foam,Pillow,Shredded,Flame-Resistant, in quantities 3,000 to 6,000lbs.		
	Manufacture Name _____ Manufacture Part # _____ M/WBE _____					
10	610,000.00	LBR	000000000100005816	Foam,Pillow,Shredded,FlameResistant, in quantities less than 6,001lbs. or more		
	Manufacture Name _____ Manufacture Part # _____ M/WBE _____					
11	1,000.00	BFT	000000000100005817	Core,Mattress,Fire-Resistant, in quantities less than 7,500 board feet.		
	Manufacture Name _____ Manufacture Part # _____ M/WBE _____					
12	7,600.00	BFT	000000000100005818	Core,Mattress,Fire-Resistant, in quantities7,500-15,000board feet.		
	Manufacture Name _____ Manufacture Part # _____ M/WBE _____					
13	15,100.00	BFT	000000000100005819	Core,Mattress,Fire-Resistant, in quantities15,001-30,000board feet.		
	Manufacture Name _____ Manufacture Part # _____ M/WBE _____					

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The following UN/CEFACT Unit of Measure Common Codes are used in this document:						
		BFT	BOARD FOOT			
		LBR	Pound			

To be valid, all Quotations/Bids must be Signed manually.	Representative Signature certifies no quotation/bid on this request has been submitted by officers, representatives or an affiliate of this firm under another name.		When can you ship?
	Please correct above Address	Typed Name of Representative	Telephone Number ( )
		Title of Representative	Date of Quotation